CHAPTER VII.

(1) Clothing and Liveries to Peons and Petty Officers of Government.

139. *Function of the stationery office.*—Cotton and woollen cloth and all accessories for the uniforms of peons and petty officers in the several departments of Government of the Province of Bombay are stocked and supplied by the Superintendent, Government Printing and Stationery, Bombay, on a uniform system, in accordance with the orders issued by Government (Government Resolution, Finance Department, No. 393, dated 9th September 1930).

140. *Capitation grants.*—Certain officers of Government have been provided with contingent grants for the supply of uniforms to the inferior staff of their offices, other than peons and petty officers, and until and unless such grants are surrendered and necessary sanction is obtained from Government, no supplies of any kind on such account shall be made by the stationery office.

141. *Indents and supplies.*—Supplies of clothing shall be made the stationery office strictly in accordance with the rules and orders issued by Government from time to time and reproduced below. As the supplies are not annual, the indent forms required for submitting an indent should be obtained from the stationery office when required. The indent form No. 6 on the Appendix XII will be supplied in duplicate. One form should be returned to the Stationery Office duly filled in and the other kept in the office as an office copy. Indents for peons' clothing should be prepared by the indenting officers and forwarded so as to reach the Stationery Office one month before the supply of the uniforms becomes due.

142. Officers of Government in the Bombay Province who are supplied with peons' clothing free of charge are noted in the Appendix III with the letter " C " marked against them.

143. *Discontinuance of the submission of clothing indents through the Accountant General, Bombay.*—Previously all indents for clothing and table cloth were submitted to the stationery office through the Accountant General, Bombay. This practice was discontinued (*vide* orders issued in Government Resolution, Finance Department, No. 393, dated 9th March 1931; and indents are now received by the stationery office direct from the indenting officers. Detailed information regarding the strength of the inferior servants in each office should be shown in the indent in the column provided. This information shall be checked by the stationery office on receipt of the indent with the details recorded in his office register, disallowing or holding under suspension such supplies as shall not be admissible.

Whenever new posts of inferior servants are created or existing ones abolished, Government in the administrative department concerned

shall supply the Superintendent, Government Printing and Stationery, Bombay, with copies of such orders to enable the stationery office to keep the record of inferior establishments up-to-date (Government Resolution, Financial Department, No. 393, dated 9th March 1931).

144. *How to prepare indents.*—Columns are provided in the indent form for clothing with the scale of supply admissible noted against each item and the indenting officers shall see that all details are correctly filled in before an indent is prepared and forwarded to the stationery office for compliance. Incomplete indents shall necessitate their return to the indenting officers resulting in delays in the supply.

145. *Method of supply.*—Cotton drill cloth for making white suits is supplied by the stationery office every two years and warm cloth for making woollen coats with lining cloth, red braid for edging, gold lace, belt, pagrees, etc., are supplied every four years. With a view to economy and especially to suit the climatic conditions of the different districts in the Province, the system of the supply of cotton and warm clothing at an alternate period was approved by Government and was sanctioned permanently, the savings effected on the cost of woollen clothing being utilized to meet the cost of cotton clothing (Government Resolution, Financial Department, No. 1171, dated 17th February 1925).

146. *Supply of belts.*—Shoulder belts for use by peons are made of a single layer of scarlet (red) woollen cloth and this innovation has resulted in some economy in the expenditure as the cost incurred on cloth is reduced, (Government Resolution, Financial Department, No. 461, dated 26th July 1921).

The supply of double-layer belts to petty amaldars is continued.

147. *Red braid for edging warm coats.*—A small piece of scarlet cloth (about 9 inches in breadth and 54″ in length) was previously supplied for edging each woollen coat. A cheaper substitute in the form of red braid was tried by the Superintendent, Government Printing and Stationery, and it was considered quite suitable for the purpose for which it was intended. The introduction of this item was permanently sanctioned by Government (Government Resolution, Financial Department, No. 5688, dated 30th September 1927) and has resulted in some saving to Government.

148. *Purchase of Indian-made cloth.*—With a view to encourage Indian industries, in accordance with the policy of Government, it was decided that all clothing materials required for making uniforms of the inferior servants of Government or cloth required for covering tables, etc., should, as far as possible, be of Indian manufacture. Purchase of cloth of non-Indian manufacture, in special circumstances, would necessarily need the sanction of Government (Government Resolution, General Department, No. 5205–15687, dated 17th December 1926).

149. *Varieties of cloth and other materials stocked by the stationery office.*—For the purpose of making uniforms of peons and petty officers, the following materials are stocked by the stationery office and supplied on indents :—

(1) White drill, 27″ wide.

(2) Blue superfine woollen cloth, 54″ wide.

(3) Blue coarse woollen cloth, 54″ wide.

(4) Scarlet superfine woollen cloth, 54″ wide.

(5) Lining cloth, cotton 27″ wide, for woollen coats.

(6) Red braid, woollen, for edging woollen coats.

(7) Gold lace, 1″ wide, for chopdars' coats.

(8) Gold lace, ¾″ wide, for havildars' coats.

(9) Gold lace, ½″ wide, for naiks' coats.

(10) Belts, Red, woollen, single layer, for peons.

(11) Belts, red, woollen, double layer, for amaldars.

(12) Kamarband (3 yards of Turkey red cloth).

(13) Pagrees, red, inferior, for peons.

(14) Pagrees, red, superior, for amaldars.

(15) Chevron, red, woollen (with 2 stripes) for naiks.

(16) Chevron, red, woollen (with 3 stripes) for havildars.

(17) Green woollen cloth, 54″ wide for covering tables.

150. *Supply of pagrees to inferior servants for use on ordinary and ceremonial occasions.*—Pagrees are supplied to the inferior servants every four years in accordance with rule 87 of the Manual of Contingent Expenditure. Before this " duty " period of four years expires, they become soiled by constant use and unsuitable for use for ceremonial occasions. Government have therefore decided that instead of reducing this duty period, the pagrees should be washed and redyed once every year at a cost not exceeding one rupee annually in respect of each pagree. These charges should be paid every year to the inferior servants and debited to the contingent grants of the offices concerned.

Government have also decided that spare pagrees should be supplied to offices which need them for the use of such inferior servants only as have to attend on their officers on ceremonial occasions. As only one inferior servant will generally attend on an officer on each ceremonial occasion, one pagree of the *superior* quality costing about Rs. 4-8-0 each should be obtained from the stationery office, Bombay, and deposited in the office concerned for use on ceremonial occasions, and replaced only when they are converted into pagrees for ordinary use. (Political and Services Department, Resolution No. 1740/34, dated 5th January 1942).

151. *Scale of supply.*—With the exception of special scales sanctioned by Government for certain inferior servants specified in a separate

paragraph below, the cloth is supplied on a uniform scale to all indenting officers and supplies are made in accordance with the scales noted as under :—

Article.	Number.	Quantity.	Life.
(1) White drill 27″ ..	2 suits ..	13 yards ..	2 years.
(2) Blue coarse woollen cloth, 54″.	1 coat ..	2 yards ..	4 years.
(3) Blue superfine woollen Cloth, 54″.	1 coat ..	2 yards ..	4 years.
(4) Scarlet (Red) woollen Cloth, 54″.	1 coat ..	3 yards .. (for a chopdar).	4 years.
Do. 54″ ..	1 coat ..	2 yards for a havildar.	4 years.
(5) Lining Cloth, cotton, 27″.	1 coat ..	4 yards for amaldars and peons.	4 years.
Lining Cloth, cotton, 27″.	1 coat ..	5 yards 30 inches for chopdar.	4 years.
(6) Red woollen Braid ..	1 coat ..	8 yards ..	4 years.
(7) Gold lace, 1″ wide ..	1 coat ..	2½ yds for chopdar ..	4 years.
(8) Gold Lace ¾″ wide ..	1 coat ..	3½ yds for Havildar ..	4 years.
(9) Gold lace, ½″ wide ..	1 coat ..	3 yards for naik ..	4 years.
(10) Belt, single ..	1 No. ..	....	4 years.
(11) Belt, double ..	1 No. ..	....	4 years.
(12) Kamarband ..	1 No. ..	3 yards of Turkey Red Cloth.	4 years.
(13) Pagree, red, Inferior ..	1 No.	....	4 years.
(14) Pagree, Red, Superior.	1 No. ..	....	4 years.
(15) Chevron, red, woollen (with 2 strips).	1 No. ..	for Naik ..	4 years.
(16) Chevron, red, woollen (with 3 stripes).	1 No. ..	for Havildars ..	4 years.

Note.—The quantity of gold lace allowed includes the quantity required for making chevrons also.

Note.—Green or yellow woollen braid for edging red woollen coat is not supplied by the stationery office. The indenting officers shall therefore ask the tailoring firm to use a suitable material and charge for it along with the sewing charges for payment by the officer from the contingent grant.

152. *Supply of cloth on and above the prescribed scale.*—The scale of two years of blue woollen cloth is based on the maximum measurements noted below and up to which two yards of cloth, 54″ wide would be quite sufficient for a coat :—

Length 44″. Sleeve 24″. Chest 36″.

In case of specially tall or robust man for whom this quantity of two yards is not likely to suffice, a quantity of two yards 9 inches may be supplied by the stationery office on receipt of actual measurements from the indenting officer (Government Resolution, Revenue Department, No. 5839/28, dated 1st September 1930).

153. *General scale of supply.*—Cotton drill cloth is supplied biennially at the rate of 13 yards for making two white suits (4 yards for a coat and $2\frac{1}{2}$ yards for a pant, i.e. $6\frac{1}{2}$ yards for one suit) in cases where woollen cloth for making warm coat is supplied, or 26 yards of cotton drill cloth for making four suits during the same period, where woollen cloth is *not* supplied.

154. *Supply of kamarbands and pagrees.*—The supply of these articles is restricted under special orders of Government and is made as under :—

1. Chopdars, havildars, naiks and peons in all Government offices located in the City of Bombay. 2. Havildars, naiks and peons in the offices of the divisional commissioners. 3. Havildars, naiks and peons in the office of the Inspector General of Police, Bombay Province, Poona.	Every four years (Government Resolution, Financial Department, No. 393, dated 9th September 1930).
4. Havildars, naiks and peons attached to offices of heads of departments.	Every four years. (Government Resolution, Financial Department, No. 393, dated 4th June 1933).
5. All inferior servants, i.e. naiks and peons on the huzur offices of the Revenue Department.	Every four years. (Government Resolution, Revenue Department, No. 9727/28, dated 26th November 1934).

155. *Supply of Chevrons.*—In addition to the items of clothing sanctioned by Government, in Government Resolution, Financial Department, No. 393, dated 9th September 1930, the supply of ready-made chevrons was sanctioned (Government Resolution, Financial Department, No. 393, dated 1st September 1933). The chevrons shall be

supplied for affixing to the uniforms of Havildars and naiks on the following lines :—

——	Quantity.	Quality.	Life.
For Havildar.			
For Woollen coat ..	1 No. of 3 stripes.	Gold lace ..	4 years.
For cotton coat ..	do.	Red, woollen ..	4 years.
For Naik.			
For woollen coat ..	1 No. of 2 stripes	Gold lace ..	4 years.
For cotton coat ..	Do. ..	red, woollen ..	4 years.

Note.—Ready-made chevrons of gold lace are not stocked and supplied by the stationery office. Loose gold lace supplied at the scale mentioned in the foregoing paragraph No. 151 includes the quantity for making a chevron and the indenting officers shall ask the tailoring firm to supply it accordingly.

Ready-made chevrons of red woollen tape for use with cotton coats are, however, stocked and supplied by the stationery office.

156. Senior naiks in the Secretariat departments should be designated as 'havildars' and allowed clothing at the special scale sanctioned as per Government Resolution, Finance Department, No. 393, dated 3rd July 1931 (Government Resolution, Finance Department, No. 10, dated 27th February 1934).

157. *Special scale of supply sanctioned by Government—*

No. 1.—For peons and petty amaldars in the Secretariat departments of the Government of Bombay (Government Resolution, Finance Department, No. 393, dated 3rd July 1931).

			Life.
For Peons ..	3 cotton suits ..	19½ yards of drill, 27″.	2 years.
For Petty officers i.e., Havildars, Chopdars, and Naiks.	3 cotton coats and 2 cotton pants.	17 yards of drill, 27″.	2 years.

No. 2.—For the inferior establishment (i.e. peons and petty officers) of the Divisional Commissioners (Government Resolution, Revenue Department, No. 2107/33, dated 25th July 1934).

			Life.
For peons and petty officers.	3 cotton coats and 3 trousers.	19½ yds. of drill, 27″.	2 years.

No. 3.—For the inferior establishment, i.e. peons and petty amaldars of the High Court of Bombay.

(Government Resolution, Finance Department, No. 393, dated 9th September 1930).

(Government Resolution, Home Department, No. 6691/2, dated 14th March 1934).

(Government Resolution, Home Department, No. 6691/2-IV, dated 28th June 1934).

(Letter No. 153 dated 7th March 1941 from the Registrar, High Court, Appellate Side, Bombay.)

No. and Quantity.	Quantity and Quality.	Life.
	For the Chopdars.	Years.
4 Suits, white ..	26 yards of drill 27″ ..	2
1 Woollen coat ..	3 yards Scarlet Superfine cloth, 54″.	2
5 Yards, 30 inches ..	Lining cloth, 27″ wide ..	2
2½ yards ..	Gold lace, 1″ wide ..	2
2 Nos. kamarbands ..	6 yards of Turkey red cloth.	2
1 Pagree. ..	Superior ..	2
	For the Havildars.	
4 Suits, white ..	26 yards of drill 27″ ..	2
1 Woollen coat ..	3 yards scarlet superfine cloth, 54″.	3
5 Yards 30 inches ..	Lining cloth, 27″ wide ..	3
3½ yards ..	Gold lace, ¾″ wide ..	3
1 Belt ..	Double, red, woollen ..	3
2 Nos. kamarbands ..	6 yards Turkey red cloth..	3
1 Pagree ..	Superior ..	3
	For Naiks.	
4 Suits, white ..	26 yards of drill 27″ ..	2
1 Woollen coat ..	2 yards blue superfine cloth 54″.	3
4 Yards ..	Lining cloth, 27″ wide ..	3
8 Yards ..	Red braid for edging ..	3
3 Yards ..	Gold lace, ½″ wide ..	3
1 Belt ..	Double, red, woollen ..	3
2 Kamarbands	6 yards of Turkey red cloth.	3
1 Pagree	Superior ..	3

Number and Quantity.	Quantity and Quality.	Life Years.
	For Peons.	
3 Suits, white ..	19 yards drill 27″ ..	2
1 Woollen coat ..	2 yards blue coarse cloth, 54″.	3
4 Yards ..	Lining cloth, 27″ wide ..	3
8 Yards ..	Red braid for edging ..	3
1 Belt ..	Single, red, woollen ..	3
1 Kamarband ..	3 yards of Turkey red cloth.	3
1 Pagree ..	Inferior ..	3
	For Liftman of the High Court.	
3 White suits ..	19½ yards of drill 27″ ..	3
1 Woollen coat ..	2 yards blue coarse cloth 54″.	3
4 Yards ..	Lining Cloth, 27″ wide ..	3
8 Yards ..	Red Braid for edging ..	3

Note I.—The Superintendent, Government Printing and Stationery, shall send in advance for approval of the Honourable the Chief Justice and Judges of the High Court, samples of the red woollen cloth proposed to be supplied for making uniforms of the inferior servants of the High Court, Bombay.

Note II.—Superior white Mulmul is supplied by the stationery office free of charge for making Kamarbands of the chopdars of the High Court, in lieu of the Turkey red cloth.

Note III.—Tailoring of the uniforms of the peons and petty officers of the High Court, shall be exactly in accordance with the procedure followed by other officers of Government in this Province, as laid down in paragraph 168 of this Chapter.

158. *Special scale of supplies sanctioned for other subordinate officers :—*

No. 4—*For Jail Wardens attached to Civil Jails.*—A free supply of both cotton and woollen cloth is sanctioned on the uniform scale (Government Resolution, Home Department, No. 2665/3, dated 23rd May 1934).

No. 5.—A free supply of both cotton and woollen clothing every year on the uniform scale is sanctioned for the temporary peons under special recovery officers of co-operative societies in the Province on receipt of a certificate from the Registrar, Co-operative Societies, Bombay Province Poona (Government Resolution, Revenue Department, No. 6024/33, dated 30th November 1936).

No. 6.—A free supply of both cotton and woollen clothing every year on the uniform scale is sanctioned for the inferior staff of the Agricultural College Dairy, Kirkee (Government Resolution, Revenue Department No. 3733/33, dated 11th May 1937).

No. 7.—A free supply of woollen clothing every four years on the uniform scale is sanctioned for the watchman of the Bombay Council Hall building (Government Memorandum, Legal Department, No. 2760/4 dated 1st December 1939).

No. 8.—A free supply every two years of three yards of scarlet super fine woollen cloth with other articles of liveries for making one coat for the chopdar of the agent to the Governor for Sardars in the Deccan, Poona (Government Resolution, Political Department, No. 4405, dated 10th August 1926 and Political and Reforms Department, No. P. 1491-A dated 4th February 1935).

No. 9.—A free supply of both cotton and woollen clothing on the uniform scale to the temporary peons of the Tobacco Department. (Government Memorandum, Revenue Department, No. 10049/C-23, dated 2nd February 1939).

No. 10.—A free supply of both cotton and woollen clothing to the liftmen attached to the Secretariat and the Public Work Department Secretariat buildings.

3 White suits	19½ yards of drill cloth 27″.	2 Years.
1 Woollen suit	3¼ yards of blue coarse cloth, 54″ (2 yards for coat and 1¼ yards for Pant).	4 Years.

No. 11.—A supply on payment of both cotton and woollen clothing to the liftman of the Central Offices Buildings, Poona (Government Resolution, Public Works Department, No. S. 34/19521, dated 17th September 1925).

2 Cotton suits	13 yards of drill 27″ ..	2 Years.
1 Woollen suit	3¼ yards of blue coarse cloth, 54″ (2 yards for coat and 1¼ yard for Pant).	4 Years.

No. 12.—A free supply of white cotton clothing on the uniform scale every year to the messengers entertained at the Poona Council Hall, during the Poona Season (Government Resolution, Political and Reforms Department, No. 1590/34, dated 20th October 1937).

No. 13.—A free supply of white drill cloth every year for making suits of the night watchmen on the Staff of the Haffkine Institute,

Bombay (Government Memorandum, General Department, No. 9465, dated 21st September 1931).

No. 14.—A supply by book adjustment of both cotton and woollen clothing to the inferior staff of peons and amaldars in the office of Director General of Observatories, Poona, an officer of the Central Government (Government Resolution, Finance Department, No. 10, dated 27th February 1934).

No. 15.—The Commissioner, Southern Division, is authorized to purchase locally white mulmul cloth for making *phetas* of peons in his office and in the offices of the Collectors of Kolaba, Ratnagiri, Karwar, Belgaum, Dharwar, and Bijapur, in lieu of red pagrees supplied free of cost by the stationery office, any excess over the cost of pagrees being borne by the peons.

(Government Resolution, Revenue Department, No. 5839/28, dated 31st January 1933).

(Government Resolution, Revenue Department, No. 5839/28, dated 14th August 1934).

(Government Resolution, Revenue Department, No. 5839/28, dated 16th June 1939).

No. 16.—The Registrar, Cooperative Societies, Bombay Province, Poona, is authorized to purchase locally turkey red cloth for *phetas* of the Muslim peons in the Co-operative Department, the excess charge, if any, over the cost of the pagrees supplied free of charge by the stationery office being borne by the peons (Government Resolution, Revenue Department, No. 3464/33, dated 17th May 1935).

159. *Disposal of old gold lace.*—The used gold lace should be returned to the stationery office for disposal when fresh clothing is supplied.

160. *Supply of clothing to temporary peons.*—The Superintendent, Government Printing and Stationery, Bombay, shall admit indents for clothing for temporary peons on certificates from the indenting officers that their entertainment is sanctioned for a period of not less than two years, provided that the permanent peons attached to the establishment to which the temporary peons belong, are entitled to clothing at Government expense.

161. *Supply of clothing to temporary peons employed for less than two years.*—Clothing cannot be supplied to temporary peons unless there is a prospect of the continuance of their temporary appointment for at least two years, in which case sanction of Government may be obtained.

162. *Peons in temporary employment for two years.*—Cotton clothing is supplied by the stationery office every two years and the temporary peons entertained by officers for this period shall be entitled only to cotton clothing, *i.e.* 13 yards of Drill sufficient to make 2 white suits.

163. *Peons in temporary employment for four years and over.*—Warm woollen cloth is supplied by the stationery office every four years and the temporary peons entertained for such a period can be supplied with warm clothing on the uniform scale on receipt of the necessary sanction of Government.

164. *Preservation of clothing.*—In the case of warm and cotton clothing supplied to peons and petty officers of Government, the suits shall be returned to the office or stores every day where they shall be kept in boxes or cup-boards, precautions being taken to prevent damage by insects or moths. The clothes shall be washed and kept clean, repaired when necessary, and shall be frequently aired by the peons and petty officers concerned.

165. *Clothing while in use shall be a Government property.*—Clothes supplied under the above rules shall invariably remain the property of Government while in use. When renewed, the old clothes shall be the private property of the servants to be dealt with as they think fit.

The clothing supplied to any servant who dies, resigns or is dismissed, while it is in use, shall be returned to the office concerned for custody or disposal.

166. *Supply of clothing to inferior servants such as farashis, hamals, chowkidars, tapalis, etc.*—Paragraph 87 of the Manual of Contingent Expenditure reads as under :—" The following rules are laid down with a view to prescribing a uniform system of supply of clothing to peons and their petty officers in the Presidency proper. Subject to the provisions of Rule 90 of the Manual (regarding temporary peons) they are applicable to permanent persons in inferior service of Government who are paid from establishment charges. Menials whose pay is drawn on contingent bills are not ordinarily entitled to clothing except under general or special sanction of Government or competent authority. They do not apply to the peons of the High Court :—

(1) The Superintendent, Government Printing and Stationery, should be held responsible for the supply of woollen and cotton cloth and all accessories for the clothing of *peons and their petty officers* on the following basis :—

Under the orders contained in Rule 87 of the Manual of contingent expenditure, some officers presented their indents to the Superintendent, Government Printing and Stationery, for clothing required for their inferior servants who are paid from establishment charges. The inferior servants paid for from such sources include farashis, chowkidars, hamals, tapalis, etc., and the indenting officers contended that such servants were entitled to a free supply of clothing from the stationery department. Paragraph 1 of the Rule 87 of the Manual restricts the supply of clothing by the Superintendent, Government Printing and Stationery, to *peons and their petty officers*

only and that clothing to other inferior servants of the class referred to cannot be supplied by the stationery office, except under special orders of Government."

Further, in Political and Services Department, Memorandum No. H. D. 4501/4-A, dated 24th July 1941, Government have stated that the question of the supply of clothing to inferior servants of Government other than peons and their petty officers is at present under the consideration and have directed that clothing may be supplied to those Farashis to whom it was supplied so far, pending orders on the general question referred to above.

167. *Supply of clothing to Watchmen on the Establishments of District Judges.*—Government have also sanctioned pending the issue of general orders about the supply of clothing to inferior servants other than peons, the supply of clothing to "watchmen" on the Judicial establishments of all District Judges in the Bombay Province, who were formerly designated as peons. The clothing should be allowed on the same footing as that of the peons on those establishments (Government, Home Department letter No. 6691/2-19143-B, dated 19th February 1942, to the Superintendent, Government Printing and Stationery, Bombay).

168. *Arrangement for stitching of suits.*—Heads of Departments or offices shall provide in their contract or contingent grants for the cost of tailoring charges only, since cost on the purchase of cloth, etc., will not be incurred by them. It is considered by Government both economical and convenient to entrust the tailoring of the uniforms of peons and petty officers serving in the offices in the City of Bombay exclusively to a firm of tailors to be selected by Government. The Superintendent, Government Printing and Stationery, Bombay, shall invite every year at the close of the financial year, well established firms of tailors to quote rates for cutting and stitching (*a*) woollen coats for amaldars, (*b*) woollen coats for peons and (*c*) cotton suits of white drill, and submit them to Government with his recommendations. Government shall then consider and decide the contracts on their own merits and shall notify the name of the approved firm and the rate per uniform sanctioned by them. Heads of offices in Bombay City and such heads of offices in the mofussil as may desire to avail themselves of this facility on grounds of economy and convenience, should arrange in consultation with the Superintendent, Government Printing and Stationery, Bombay, for the tailoring of the uniforms of their peons and petty officers by the tailoring firm selected by Government (Government Resolution, Finance Department, No. 393, dated 9th September 1930).

169. To facilitate a correct procedure for cutting and stitching the uniforms it has been arranged that the selected firm shall print and maintain measurement forms. These forms will be supplied by the firm on requisition when required by officers. The indenting officers should fill in the necessary details and send the form or forms along with their indent to the stationery office. As soon as the supply of the cloth ndented for and passed by the stationery office is ready, the tailoring

firm will be asked to take its delivery in the stores of the stationery office and the measurements forms also received from the officers delivered to the Tailors to enable them to prepare the clothes without correspondence and waste of time.

(2) *Cloth for covering tables.*

170. *Green Cloth for covering tables.*—The Office of the Superintendent, Government Printing and Stationery, Bombay, stocks and supplies green woollen cloth for covering tables both of officers and clerks as sanctioned by Government (Government Resolution, Finance Department, No. 2205, dated 28th June 1890).

171. *Quality of the cloth supplied.*—Two kinds of green woollen cloth were previously stocked and supplied. Superfine variety was issued for covering tables of officers while coarse cloth was issued for those of clerks. With a view to retrenchment, it was decided by Government that only one kind of suitable green cloth for covering tables both of officers and clerks should be selected every year and supplied by the stationery office (Government Resolution, General Department, No. P. 212, dated 16th April 1937).

172. *Method of supply.*—The standard width of the Green cloth stocked is 54″ and the supply is regulated in accordance with the dimensions of the tables to be covered. If the length of the table is within the stipulated width of 54″ the width itself shall cover the length and the supply will be regulated accordingly.

173. *Period of supply.*—Table cloth is ordinarily allowed once in seven years. A full record of supplies made during a period of seven years to each indenting officer is maintained by the stationery office and fresh requisitions from the indenting officers will be scrutinized and accepted if the supply is admissible.

174. *List of officers supplied with cloth for covering tables.*—A complete list of officers who have drawn their supplies of table cloth during a period of past seven years is printed under Appendix III with letter T. C. marked against them. Other officers are not entitled to a free supply of table cloth from the stationery office. Certain officers of Government departments have contract or contingent grants sanctioned for such purpose and unless such grants are surrendered and sanction of Government is obtained, table cloth will not be supplied by the Stationery Office.

175. *Supply of table cloth under special circumstances.*—The supply of table cloth is as stated above, made once only during a period of seven years and a fresh corresponding supply cannot be issued earlier except only under special circumstances explained by the indenting officer through his controlling officer.

176. *Tables with polished surfaces.*—Cloth for tables with polished surfaces is not supplied. Tables with unpolished surfaces only are